

DEPARTMENT OF CORRECTIONS AND REHABILITATION
DUTY STATEMENT

ORGANIZATION: HUMAN RESOURCES DIVISION
UNIT: OFFICE OF PERSONNEL SERVICES

CLASSIFICATION: Personnel Supervisor I
POSITION: 065-573-1304-XXX

Under the supervision of a Personnel Supervisor II, the incumbent supervises, trains and evaluates the performance of Personnel Specialists who provide a full range of personnel services, trains and evaluates the performance of Personnel Specialists who provide a full range of personnel services to Headquarters and Parole & Community Services Division employees.

Typical duties include the following:

- 55% Supervises, trains and provides technical assistance to subordinate staff; plans, organizes, coordinates and monitors/reviews workload to ensure accuracy and timely processing; evaluates job performance (quality and quantity of work, attendance records, etc.); prepares performance evaluations and takes corrective action as necessary; determines training needs of assigned staff; provides direction to subordinate staff on the interpretation and application of all pertinent laws, rules, policies and procedures relating to personnel and payroll issues; and assists staff in the application of contract provisions.
- 15% Serves as unit specialist providing technical expertise on the more difficult and complex transactions; serves as liaison between the Department and control agencies, other units/institutions within the Department, and other Departmental Personnel Offices on routine matters; and prepares correspondence for supervisor(s) signature.
- 15% Assembles data and prepares various types of reports (e.g., workload statistics, etc.); reviews and monitors staff work as needed; and researches, gathers and compiles data for special projects when needed.
- 10% Sets positive management example in the work setting; and acts for the Personnel Supervisor II in his/her absence.
- 5% Other duties as required.